



## PERFORMANCE WORK STATEMENT

AFCAP

12 March 2003

### *Agency for International Development, Office of Procurement, IRAQ LOGISTICS SUPPORT*

#### **1.0 - Introduction:**

United States Agency for International Development (USAID) has substantial, ongoing humanitarian support requirements to deliver non-food commodities and logistics to its Mission in Iraq.

#### **2.0 - Objective:**

The contractor will provide a variety of support tasks related to freight forwarding, storage and inventory management as well as logistical and operational support to the USAID Iraq Mission for a period of eighteen months, with the option of two extensions of one year each.

#### **3.0 - Scope:**

To accomplish our country assistance requirements, USAID needs warehouse space and logistical support based in **Mersin, Turkey; Aqaba, Jordan; and Dubai, United Arab Emirates** and when available, as yet undetermined points in Iraq. USAID is experiencing a shortage of personnel to support USAID Mission requirements in countries where a large direct-hire Mission staff is unavailable. The contractor may be called upon to serve as a purchasing agent, labor contractor, and or provide other logistical support as required.

#### **4.0 - Applicable Documents:**

None

#### **5.0 - Technical Requirements:**

**5.1** - The Logistics contractor will provide purchasing services on a cost reimbursable basis for materials, supplies and services, and manage freight storage areas in each of the three locations cited above. Storage requirements include 1000 square meters of open lot in which containerized freight could be left outside, 1000 square meters of covered warehouse space, and 500 square meters of climate controlled warehouse storage. Contractor will arrange for providing 500 empty 20 foot and 300 40 foot sea land storage containers, appropriate lifting equipment and local labor to manage the storage requirements.

**5.2** - The Logistics contractor will receive, store and issue materials and supplies and maintain a daily, monthly and quarterly inventory management and control system for receipt, storage and issue in all the storage areas, maintaining documentation for all incoming cargo and outgoing shipments to the Mission and USAID contractor/recipient places of performance resulting in a zero balance tolerance. Specific Inventory documentation will be provided to the Mission on an as required basis, a monthly basis, or more often if required.

**5.3 -** The Logistics contractor, as the consignee for program commodities, will arrange and implement customs clearance procedures for storage and re-export. Subject to agreement(s) between a relevant Host Nation and the U.S. Government, USAID-funded commodities may be held in bond, showing the United States Government as the owner and not subject to any duty.

**5.4 –** The Logistics contractor will maintain communications by voice, facsimile and Internet adapted to the regional time zones where the Mission is located so that the Mission can be in contact to call forward commodities according to their program requirements. The Mission will designate a single point of contact to make calls forward of commodities.

**5.5 –** The Logistics contractor will provide freight forwarding dispatch services for commodities as they are requisitioned by arranging for long- and short-haul trucking as needed, including arrangements for straight trucks or semi-trailers, as appropriate; air and sea port freight services; and outgoing customs documentation. The Logistics Contractor will determine the border crossing requirements to deliver commodities to the Iraq border. The Logistics contractor will arrange and implement an internet tracking control system for all shipments to ensure that the Mission's and USAID contractors/recipient's commodities are not lost, misplaced or destroyed, and are able to be cleared expeditiously from customs in the receiving country and not subject to any duty.

**5.6 -** The Logistics contractor shall procure, most likely in Jordan, and deliver to Kuwait City and/or secure points north, sufficient bottled potable water for distribution to affected populations. USAID will provide information on the assisted populations. The anticipated population in need could be up to 5 million persons. Deliveries to this population will be required over an anticipated period of three months. Deliveries will be reduced as commercial supplies of bottled water become available. Contractor may assume access to road transport through Saudi Arabia as necessary.

**5.7 -** In a post-conflict phase, the Logistics contractor shall manage and fund private delivery of potable water by tank truck to populations where groundwater is not potable. USAID will provide information on assisted populations. Such populations are anticipated to number up to 500,000 persons, and are located not more than 65 kilometers from the water source.

**5.8 –** The Logistics contractor will liaise with the USAID contractor in charge of implementing a payroll system for local workers. The Logistics Contractor will facilitate the delivery of legal tender to Iraq, provide secure facilities for cash storage and support the acquisition of security services to support the delivery of cash (within four weeks of contract start date).

**5.9 –** The Logistics contractor will liaise with the program contractors of the USAID Mission to ensure what commodities from the Mission and its different programs are required, frequency of material requests and special instructions for processing of urgent and emergency requirements. Program contractors will be instructed to deliver ship commodities to the nearest warehouse location and to consign the shipment to the Logistics contractor.

**5.10** – The Logistics contractor will provide, as required and by explicit arrangement with the Mission, a range of support services usually associated with the USAID Mission Executive Office. These may include, but are not limited to: procurement/lease of motor pool vehicles (including provision of armored vehicles as required); disposal of oil and environmental waste products; equipment; operation of a motor pool; installation and maintenance of unclassified communications and information technology services; customs clearance and expediting services; travel agent services; health room and other emergency health arrangements; exceptional support for VIP visitors; rental and maintenance of commercial office spaces; local staff for unclassified clerical and support positions; security guard services; and installation of required physical security upgrades to the office location.

**5.11** – Based on USAID-provided estimate of their vehicle requirements, the Logistics contractor will calculate estimated monthly fuel requirements for up to one year and submit to USAID within the first 10 days of program start date.

Deployment will not occur until a secure environment is available. The Contractor will be responsible for providing communications equipment compatible with USG frequencies, vehicles for staff equipped with GPS transmitters, and full support for in-country staff. It should be noted that USAID will be providing direct compensation to locally-hired consultants, defined as professionals who had been nominally the employees of the former regime, but who are now unemployed as a result of conflict, through a separate contract. This support is intended to ensure that essential services that were undertaken by the former regime are maintained.

*Additional sensitive information will be provided during pre-award conferences or post-award briefings.*

## **6.0 - Schedule, Data Items, and Other Deliverables:**

The period of performance (PoP) for this task is eighteen months from the date of award. These support requirements may be renewed twice, for one year each, upon acceptable performance by the contractor. Upon completion of PoP, the contractor shall be allotted a 30-day demobilization period. Inventory documentation, management and control systems; environmental waste disposal records, etc. shall be submitted from the contractor to USAID.

**7.0 – Disposition of Equipment/Materials: Contractor purchased, Government owned property will transfer to USAID upon completion of period(s) of performance or through specific disposition instructions from ACOs in theater.**

## **8.0 - Resources Required:**

None.

**9.0 - Project Monitors:**

**PM:**

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**PM:**

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**10.0 - Subject Monitors:**

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QAE: